

# Recruitment of Ex-Offenders Policy

## (England and Wales)



- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 using criminal record checks processed through the Disclosure and Barring Service (DBS), the Field Studies Council (FSC) complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.
- We undertake not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed\*.
- FSC can only ask an individual to provide details of convictions and cautions that are "not protected" and FSC are legally entitled to know about, and where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate, Police Act Regulations as amended).
- We are committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of offending background. We actively promote the right mix of talent, skills and potential, and welcome applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.
- We will require a criminal record check only where the FSC has assessed that one is both proportionate and relevant to the particular position. Where a DBS check is deemed necessary, this will be clearly identified in the recruitment documentation for the post, which will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being conditionally offered the position.
- Should any individual notify us they have a criminal record we will ask them to complete a criminal record self-declaration form and the form will be treated in the strictest confidence. We will stress to individuals that they should be honest in their response. We will ask that this form be returned under separate, confidential cover, to a designated person within our organisation and we guarantee that this form will only be seen by those who need to see it as part of the decision-making process.
- Should any individual notify us at interview they have a criminal record, the interviewing staff will liaise with Human Resources in this regard. We ensure that Human Resources staff have been suitably trained to identify and assess the relevance and circumstances of disclosure information. We also ensure that they have received appropriate guidance and training about providing work for ex-offenders.
- At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of the conditional offer of employment.
- We undertake to make every subject of a criminal record check aware of the existence of the FSC's Code of Conduct and supply a copy to all candidates either before or at the interview. A copy can also be accessed via [www.field-studies-council.org/vacancies](http://www.field-studies-council.org/vacancies)
- FSC undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

- \* We are only able to discuss what is contained on a Disclosure Certificate and not what may have been sent under separate cover by a police force.

**Having a criminal record will not necessarily debar you from working with Field Studies Council (FSC). This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a disclosure certificate or provided directly to us by the police.**

This policy is available to all via [www.field-studies-council.org/vacancies](http://www.field-studies-council.org/vacancies)

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